

ASSET AND INVENTORY VERIFICATION REPORT

To _____ Head of Departments
or District Commissioner

- 1 In accordance with the sections contained in _____
I/we, the undersigned, have inspected the stores charge to _____
and I/we have the honor to report that the stores checked agree with the ledger balances, except as shown in the enclosed
Asset verification form (Form No.58)¹.
- 2 I/We certify that a complete check of the stores has been made.
_____ % test
- 3 Comments of the Board on the accommodation, general condition and security of the stores:

- 4 Comments of the Board on the manner in which the store records have been kept:

- 5 Comments of the Board regarding responsibility for discrepancies:

- 6 I/We encountered no difficulties in carrying out our duties.²
- 7 I/We enclose in quadruplicate :
(a) Asset Verification (Form No.58)
(b) Asset Disposal (Form No.59)
(c) Explanation of discrepancies by the Storekeeper

Station _____

BOARD OF SURVEY COMMITTEE

<u>Name</u>	<u>Designation</u>	<u>Ministry</u>	<u>Signature</u>
_____	_____	_____	Chairperson _____
_____	_____	_____	Member _____
_____	_____	_____	Member _____
_____	_____	_____	Member _____

Date: _____

¹ Delete if no discrepancies